

24 May 1957
BUDGET - 40
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COMPTROLLER INSTRUCTION NO. 43

SUBJECT: Designation of Personnel to Serve as
Notaries Public and Reimbursement of
Expenses for Obtaining Their Commissions

1. PURPOSE

The purpose of this instruction is to provide for the execution of the Comptroller's responsibilities in the reimbursement of expenses of Agency personnel relative to obtaining notary public commissions, as provided by Public Law 681-84th Congress, 2nd Session. This instruction shall be effective retroactively to 1 January 1955.

2. GENERAL

- a. Allowances may be granted to Agency personnel who are required to serve as notaries public as part of their official duties, not to exceed the actual costs of qualifying for or renewing their commissions. Reimbursement in any case may include license fee, premium on surety bond, notarial seal, and cost of rubber stamp evidencing the appointment and date commission expires. (The District of Columbia waives payment of a license fee during such periods as the designated individual serves the Federal Government as part of his official duties).
- b. Personnel who are to serve as notaries public shall be approved by their supervising Agency components before reimbursements may be made.

3. PROCEDURES

- a. Claims to be Paid from Vouchered Funds

Personnel paid from vouchered funds ordinarily shall submit their claims, supported by receipts where possible, to the Fiscal Division for payment; however, if the appointing Agency component determines a security factor is involved the claim for reimbursement to such personnel may be presented to the Finance Division for payment. The use of Standard Form No. 1034, "Public Voucher for Purchases and Services Other Than Personal," is preferred. The voucher (or other statement of claim) shall be approved by an approving officer of the individual's component which shall be accepted by the Office of the Comptroller as an indication that the appointment was necessary, and

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that the individual was officially designated by that component to serve as a notary public. The voucher (or other statement of claim) shall be charged to the allotment of the component or other activity to which the individual is attached and shall be obligated in accordance with existing procedures.

b. Claims to be Paid from Confidential Funds

Personnel paid from confidential funds shall submit their claims, supported by receipts where possible, to the Finance Division for payment. If it is determined by the appointing Agency component that a security factor is involved in the designation of an individual paid from vouchered funds who is to serve as a notary, then the claim may be submitted to and paid by Finance Division. The claim shall be approved by an approving officer of the individual's component which shall be accepted by the Office of the Comptroller as an indication that the appointment was necessary, and that the individual was officially designated by that component to serve as a notary public. The claim shall be charged to the allotment of the component or other activity to which the individual is attached, and shall be obligated in accordance with existing procedures.

c. Report of Designations of Personnel

At the time of reimbursement of expenses for initially qualifying as a notary public, the Fiscal or Finance Division shall prepare a memorandum report of the name of the individual qualified, his location, and the name of the Agency component approving the designation. Extensions of commissions need not be so reported. The memorandum report shall be submitted through the Office of the Comptroller to the Office of Personnel, Employee Services Branch.

4. DISTRIBUTION

In view of the relatively few notaries public required by the Agency for official purposes, and in accordance with a recommendation of the Inspector General, no Agency regulation is being promulgated to set forth Agency policy relative to this subject. Accordingly, copies of this internal Office of the Comptroller Instruction are being distributed to the following Headquarters components for their information and guidance:

Office of Deputy Director (Support)
Office of Deputy Director (Plans)
Office of Deputy Director (Intelligence)
Office of the Inspector General
Office of Logistics
Office of Personnel
Office of Security
Audit Staff
Office of General Counsel

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E.R. SAUNDERS
Comptroller